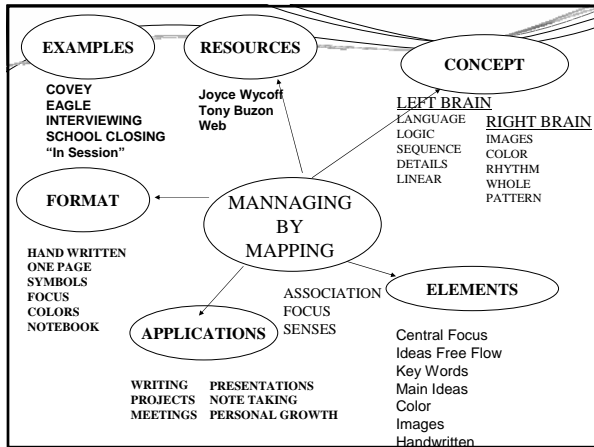


**MANNAGING
BY
MAPPING**

Roger Young
 978-886-6093
 ryoung@ry-associates.com




**The Seven Habits
of
Highly Effective People**

 Stephen R. Covey

The Seven Habits of Highly Effective People - Stephen R. Covey

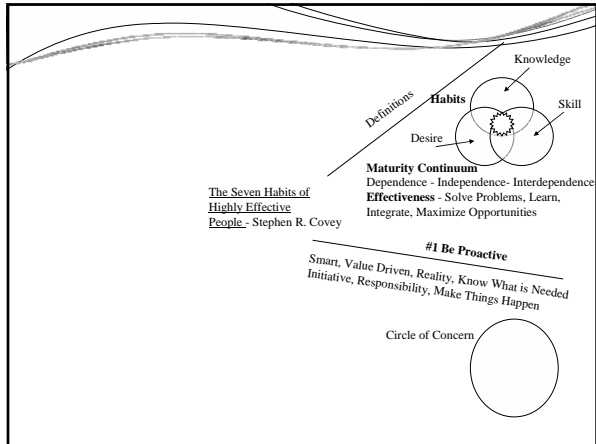
The Seven Habits of Highly Effective People - Stephen R. Covey

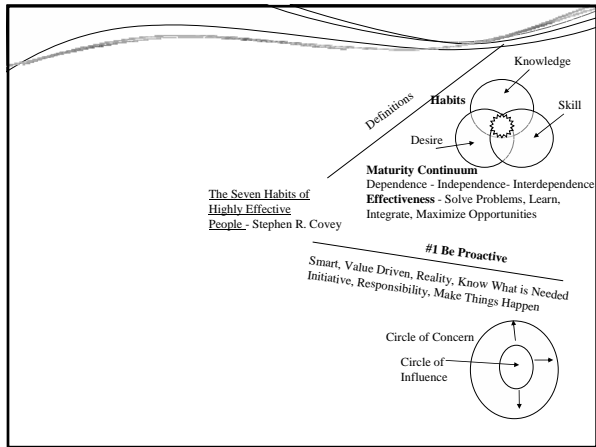
Maturity Continuum
 Dependence - Independence - Interdependence
Effectiveness - Solve Problems, Learn, Integrate, Maximize Opportunities

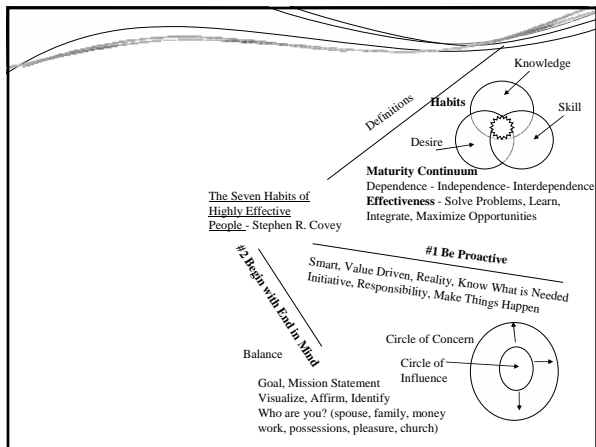
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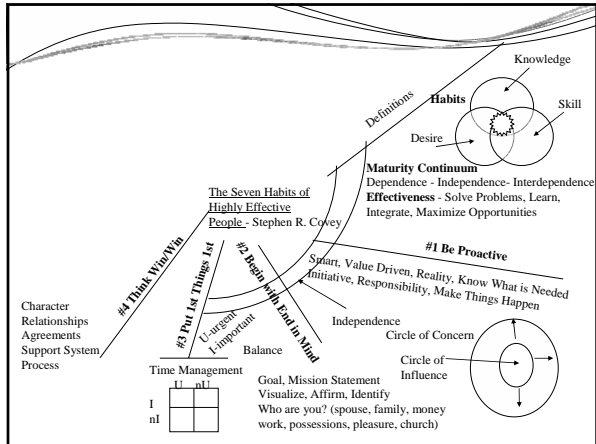
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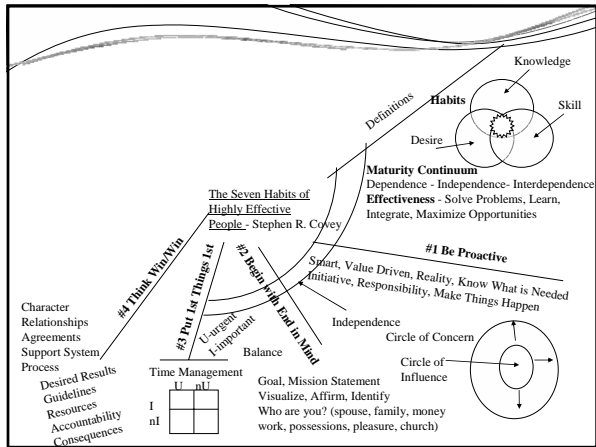
#1 Be Proactive
 Smart, Value Driven, Reality, Know What is Needed
 Initiative, Responsibility, Make Things Happen

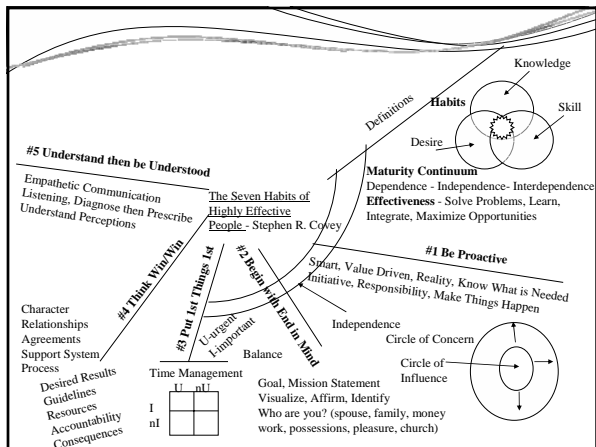


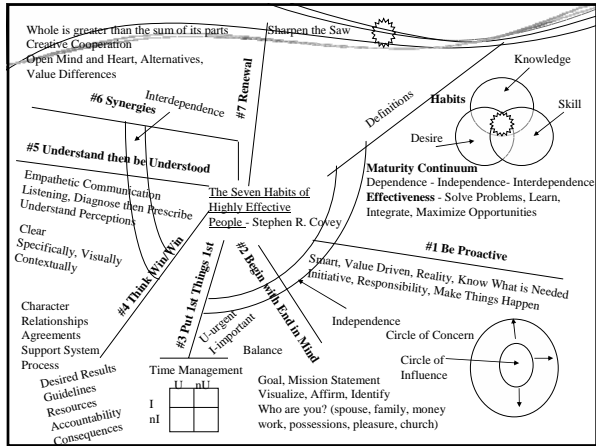


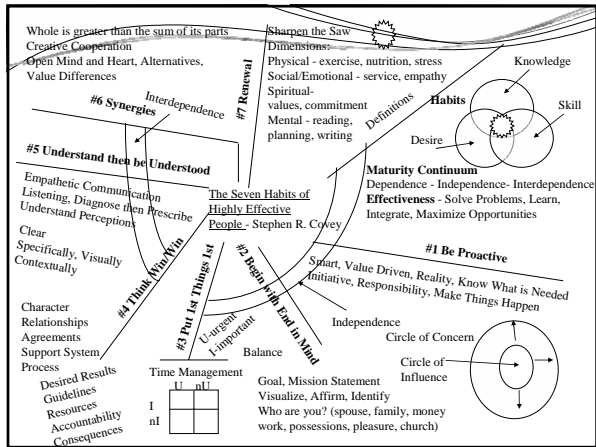


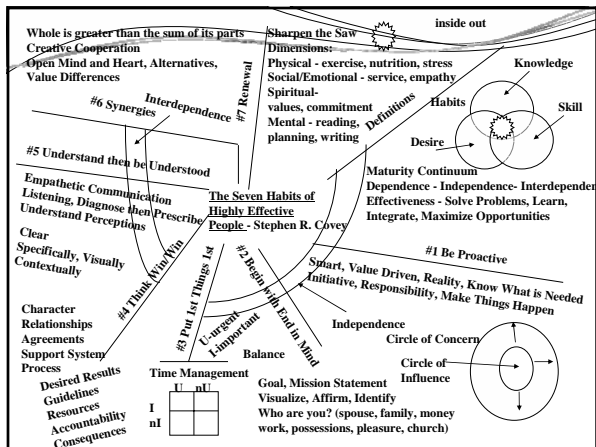












Knowledge of Maintenance Operations
 HVAC, plumbing, electrical, lighting, communications
 Trade or specific skill
 Cleaning standards, materials, scheduling
 Public buildings, grounds, energy

Leadership
 Supervision, training,
 Evaluation, performance stds

Supervisor of Maintenance

Computer Literacy
 WP, database, spreadsheet, client – server,
 Heating controls, energy mgt, email, work orders

Safety and Health Stds
 OSHA, AHERA, IAQ, security
 Grounds safety

Overall Presence
 Confidence, adaptable, follow and give direction
 Goals, team player, attention to detail, education

Knowledge of Maintenance Operations

Leadership

Supervisor of Maintenance

Computer Literacy

Safety and Health Stds

Overall Presence

To be used during interview

Knowledge of Maintenance Operations

Leadership

Supervisor of Maintenance

Computer Literacy

Safety and Health Stds

Overall Presence
